

International Student Center Application for Reduced Course Load (ARCL)

THIS FORM MUST BE SUBMITTED BY FRIDAY OF THE SECOND WEEK OF CLASSES.

The Department of Homeland Security (DHS) requires all F-1 and J-1 students to maintain a full course of study every semester. Undergraduates must take a minimum of 12 units. Graduates must take a minimum of 9 units, and be enrolled every semester. The ISC is required to transmit student enrollment information to the DHS each semester. The DHS allows for specific exceptions to the full-time enrollment requirement, but they must be **PRE-APPROVED** by the ISC or students will be considered out-of-status. Submit this form to the ISC in person or by fax 619/594-1973. Allow 1 week for processing. You will be notified by e-mail of the decision.

Name _____ **RED ID#** _____
Last Name First Name
Major _____ **Degree Level:** Bachelor Master Doctorate
Semester for Reduced Course Load: Fall _____ Spring _____ **# of SDSU Units this semester :** _____
Year Year
Email _____ **Expected Date of Graduation** _____

Check the reason that you registered for a reduced course load. (If not listed, call 594-1982 for appointment with an Advisor)

- ___ 1. Initial difficulties with the English language and/or with reading requirements. Advisor signature required below.
- ___ 2. Unfamiliarity with US teaching methods. Advisor signature required below.
- ___ 3. Medical Reason. Attach written statement from physician.
- ___ 4. Withdrawal from a course due to improper course level placement. Advisor signature required below.
- ___ 5. Final semester for undergraduates to graduate with Bachelor's Degree. Attach copy of Degree Audit Report (DARS).
- ___ 6. Concurrent enrollment including enrollment at a community college. Give # of units _____. Attach proof of enrollment.
- ___ 7. Graduate Teaching Assistant or Graduate Assistant. Attach copy of GTA/GA Contract.
- ___ 8. Graduate Advisor Recommendation for less than a full course of study. Graduate Advisor signature required below.
- ___ 9. Graduate student's final coursework before thesis or comp exams. Graduate Advisor signature required below.
- ___ 10. Enrollment in (check one) ___ 799A Thesis ___ 799B Thesis Ext ___ 799C Comp Exams
- ___ 11. Enrollment in Joint PhD. If applicable, attach proof of enrollment at other school. Advisor signature required below.
- ___ 12. Border Commuter Student.

Explanation (required) _____

Signature of Student _____ **Date** _____

TO BE COMPLETED BY ACADEMIC ADVISOR

I am aware of the circumstances above, have reviewed the educational implications and recommend reduced course load this semester.

Comments: _____

Signature of Academic Advisor _____ Date _____ Phone _____

Print Name and Title _____ Department _____

TO BE COMPLETED BY INTERNATIONAL STUDENT CENTER

Approved / Denied DSO Signature _____ Date _____

Student Notified on _____ **by** _____